

Document Filing Tips

- The maximum resolution on scanned images should be no greater than 200 dpi.
- Images should be scanned in Black & White only.
- Do not scan using OCR. For filing purposes, we need only an image of the document.
- Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a photocopy of the document before scanning, and darken using the copy machine settings.
- For large documents, where only the last page has a signature, consider converting the document to pdf format and only scanning the signature page. Use Adobe Acrobat Writer or similar product to combine the two pdf files.
- Consider requesting depositions in an electronic format and then convert them to pdf.
- Any attachment filed in CM/ECF may be no larger than 3MB per document. To check the size of a file before uploading it to CM/ECF, locate the file in Windows Explorer, right click on the file and choose "Properties."
- Estimated number of pages in a 3MB scanned document. However, this will vary from document to document. Be sure to verify the size before uploading to CM/ECF.
 - Plain text correspondence, pleadings, etc. = 50-75 pages
 - Tables, charts, extensive graphics = 25-30 pages
 - Condensed transcripts = 15-20 pages
- If a scanned document is larger than 3MB, use Adobe Acrobat Writer (or similar product) to extract pages from the document. Then, separate the original into separate attachments. Pursuant to Local CM/ECF Procedural Rules, divide the filing into logical segments.